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OCT 16 1953

Employee Suggestion No. 363

A. Information About the Suggester:

[REDACTED], Photographer, GS-4, DDP/FI/RI, Processing and
Records Branch

25X1A9a

B. Summary of the Suggestion:

The Diabold Film Processor used in the Microfilm Shop, Records Integration Division, DD/P is designed to use plastic leader strips to start the film thru the machine. The suggester proposes that for economy of operations, an electric hand iron be procured for the purpose of ironing leader strips.

C. Former Method:

Prior to the adoption of this suggestion, the leaders could be used only once as they must be absolutely straight and flat or they would jam in the machine, possibly causing the loss of an entire reel of film, and several thousand documents would have to be rephotographed not to consider the cost of the film. The heat process used in the machine caused the leaders to curl up, making it impossible to reuse them. Several methods of straightening them have been tried with little success.

D. Present Method:

An ironing board and a hand iron maintained at an even temperature of 225 degrees are used to iron the leader strips. The time needed to iron each strip is less than 30 seconds.

E. Estimated Savings:

The Chief, RI, DD/P has indicated that the method suggested will result in the saving of approximately 3,000 leader strips per annum. These strips have a cataloguing value of 20¢ each with estimated savings expected to be \$600 per annum. In addition, 1,000 used leader strips are being salvaged by the process, which otherwise would have resulted in a procurement of new film strips. This will result in a further savings of \$200.

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F. Evaluation:

The suggestion was initially referred to Chief, RI, DD/P, June 1953. That Office informed the Committee that an experiment would be conducted to determine the feasibility of the suggestion. On 2 October 1953 the Chief, RI, DD/P informed the Committee that successful experiments had been conducted that will result in the savings indicated in the above paragraph and a telephone call to that individual on 12 October, 1953 verified the full savings.

G. Recommendation:

It is recommended that an award to the suggester of \$40 be considered by the Committee in keeping with the Table of Awards.

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